



COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES & SUPPLY (DPS)
1111 East Broad Street, Richmond, Virginia 23219

Contract Number ADSP016-16987
Mailroom Equipment Supplies & Maintenance

CONTRACT PERIOD	September 1, 2018 through May 4, 2021
CONTRACT TYPE	Mandatory Statewide
RENEWALS REMAINING	2 of 3
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & eVA ID #	Pitney Bowes, Inc. & E3217
CONTRACTOR(S) POINT OF CONTACT	Clay Rushing Phone # 251-644-3404 Email: clay.rushing@pb.com
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	F.O.B. Destination
DPS CONTRACT OFFICER	Calisha Williams, CPPB, VCO Phone # 804-786-5414 Calisha.Williams@dgs.virginia.gov
COMMODITY CODE(S)	60071
LAST UPDATE & PURPOSE	4.8.2020 Renewal

A. INFORMATION:

1. Ordering Method: Unless otherwise instructed or exempted by DPS, all departments, institutions and agencies of the Commonwealth of Virginia using this Contract must order items by issuing purchase orders through eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the Contractor. If this Contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions, they should place all purchase orders through eVA or eVA Lite.
2. Purchase Order Information: When placing an eVA non-catalog order, each line of the requisition must be identified with the correct Contractor name and location (eVA Vendor ID#), Contract item number, full item description and the Contract unit price. The exact Contract number, as shown on page 1, **must** be inserted in the Contract number field for each line item of the eVA requisition. Purchase orders not bearing the correct Contract number in the appropriate location will be non-compliant and may not be considered a purchase against this Contract.

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.

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3. Ordering Entity/ Authorized User Acceptance: Inspection and acceptance upon delivery and approval of vendor's invoice is the responsibility of the receiving entity.
4. Complaints: Any complaint that is due to a violation or breach of the Contract provisions shall be reported on an official DPS "PROCUREMENT COMPLAINT FORM" (Form # DGS-41-024). To facilitate notification, this form shall be completed by the ordering entity and sent to the Contractor, with a copy sent to DPS to the address shown on the form. Contractors shall also use this form to initiate complaints concerning entities. This form may be downloaded from the internet at www.eva.virginia.gov (Click on the Buyer tab, then on "Procurement Complaint Form").
5. Supplier Information:
 - a. SE Region State and Local Government Channel Sales Director

Name: Clay Rushing
Phone: 251-644-3404
Email: clay.rushing@pb.com
 - b. Government Major Account Manager

Name: Peter Doyle
Phone: 804-687-7366
Email: peter.doyle@pb.com
 - c. Billing Support
Government Account Management

Name: Stephanie Leightley
Phone: 877-213-7292, Ext. 5184
Email: Stephanie.Leightley@pb.com
 - d. Government and Associations, US, Sales and Contracts
Name: Bill Walter
Phone: 480-206-2984
Email: bill.walter@pb.com
 - e. Supplies: 800-243-7824
 - f. Postage: 800-243-7800

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B. OVERVIEW:

1. Authorized Users:

Unless otherwise instructed by the Division of Purchases and Supply (DPS), state agencies, institutions of higher education, and other public bodies and entities authorized to use the Contract by the Code of Virginia § 2.2-1120(D), to include private institutions of higher education chartered in Virginia and granted tax-exempt status under §501(c)(3) of the Internal Revenue Code.

- a. **Written Quotations:** Authorized Users should obtain a written quote from the supplier that must include but not be limited to the Contract number, the manufacturer's published price minus the percentage of discount, description of the equipment, delivery date, the effective date of the Manufacturer's Published Price List and warranty.
- b. **Ordering Instructions:** All Commonwealth of Virginia Authorized Users shall place all orders against this contract through eVA unless specifically exempted. The orders will be governed by this Contract and the terms and conditions contained in the separate agreement for participation in eVA executed by the Contractor. See Section 5 for detailed ordering instructions.
- c. **Purchase Order:** The Purchase Order must be processed according to the ordering instructions above and as contained in Section 5.

Important message for *State Agencies*

- State Mail Services (SMS) is a unit of the Department of General Services that operates courier routes to agencies throughout the **Richmond metropolitan area** to deliver and collect USPS and inter-agency mail.

Agencies located in the **Richmond Metro area** that may wish to lease or purchase a postal system should consult with SMS prior to making a commitment. SMS can assist with determining if SMS services can meet the agency's need or may be able to assist in determining equipment and service that is appropriate for the agency's mail volume. For more information on SMS services, contact: e-mail: StateMail@dgs.virginia.gov or contact the State Mail Manager (804) 236-3592.

- This contract is **mandatory use** for all **STATE AGENCIES** that wish to purchase or lease Mailing Machines. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature **must** be submitted to DGS/DPS for approval. The Procurement Exemption Form is electronically available in eVA.
- Consumable supplies and scale options listed in this contract are also mandatory use.

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- Users are not required to replace existing mailing equipment as the result of “this” contract.
- **Changes:** Any changes whether for increases or decreases in pricing, delivery terms or additional options must be approved by the Division of Purchases and Supply in advance of issuance of the purchase order. Disputes between the ordering agency and the vendor will be resolved in accordance with the terms of the contract and any change orders/renewals unless prior approval was granted by DPS. **IMPORTANT!** All price increases must be approved by the contract officer.

Contractor shall provide equipment, services, and support to meet the mailing needs of the customer. All equipment and services offered must meet the approval of the USPS®.

This contract contains complete mail processing systems, other mail equipment, supplies and maintenance. A full list of pricing can be located in the attached [price book](#). For additional questions regarding product specifications and services offerings, please contact the [Pitney Bowes Account Manager](#). For additional information on the contract, you may visit [NASPO ValuePoint](#).

Meter Rental, Page 1

Mail Systems, Pages 2-8

- Ultra Low Volume
- Low Volume
- Medium Volume
- High Volume
- Production

Integrated Postal Scales, Page 9

Letter Openers, Page 10-11

- Low Volume
- High Volume

Letter Folders, Page 12-13

- Low Volume
- High Volume

Inserters, Page 14-29

Folders/Inserters, Page 30-48

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- Low Volume
- Medium Volume
- High Volume
- Productions

Envelope Addressing System, Ink Jet, Page 49-51

- Low Volume
- Medium Volume
- High Volume

Tabbers, Page 52

- High Volume

Pre-Sorting Equipment, Production, Page 53-58

Mail Room Furniture (General), Page 59-60

State Agencies **must** obtain ALL required VCE releases/approvals prior to purchase.

Software, License and Subscription, Page 61-68

State Agencies **must** obtain ALL required VITA approvals prior to purchase.

Software Consulting Services

State Agencies **must** obtain ALL required VITA approvals prior to purchase.

Design- For Production Equipment Only

Assembly/ Installation/Software Integration-For Production Equipment Only

PRICING

See attached PDF/ EXCEL SPREADSHEET

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